



**MONTANA STATE HOSPITAL  
MENTAL HEALTH CENTER  
POLICY AND PROCEDURE**

**INITIATING TREATMENT SERVICES FOR PATIENTS  
ON THE TRANSITIONAL CARE UNITS**

**Effective Date:** January 10, 2003

**Policy #:** TCU-03

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**I. PURPOSE:** This policy defines the process for referring patients to the Transitional Care Units (TCU), initiating services, and reviewing service provisions.

**II. POLICY:** The Montana State Hospital will ensure that services for TCU patients are initiated and updated in a timely manner according to patient need. The process of providing services will include assessment of patient needs and ensure patients are engaged in treatment.

**III. DEFINITIONS:**

A. T.C.U. Case Coordinator -- Nursing staff assigned specific responsibilities for assisting individual patients in planning and following through with treatment and rehabilitation activities.

**IV. RESPONSIBILITIES:**

A. Referring Treatment Team: will initiate referrals to TCU programs, develop a plan of service, continue patient care monitoring, and update plans based on patient response to the services provided.

The referring treatment team will also ensure the assessment(s) and treatment plan are completed within 14 days of patient transfer to the TCU.

B. TCU Nurse Manager: is responsible for day-to-day operation of the TCU, orientation of TCU staff, and works closely with the Team Leader

The Nurse Manager will also make decisions regarding the acceptance of a patient into the TCU within three (3) business days of receipt of the referral, and assigns a Case Coordinator.

C. Case Coordinator:

1. Orients the patient to the program.
2. Reviews the treatment plan with the patient.
3. Works with the patient to develop a daily schedule of activities.
4. Completes documentation weekly (or more frequently if indicated) describing patient response to the services provided.
5. Completes documentation weekly (or more frequently if indicated) describing patient response

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to the services provided.

#### V. PROCEDURES:

##### A. REFERRALS:

1. The attending physician on the referring treatment team will write an order to place the patient on the T.C.U.
2. MSH treatment teams may refer a patient for acceptance into a TCU by completing the referral document and submitting it to the program's Team Leader.
3. The TCU Nurse Manager will review referrals and make decisions concerning acceptance of patients into the TCU within three (3) days of receipt of the referral.
4. Upon acceptance of a patient into the TCU, the patient will begin an orientation process as soon as it can be scheduled. This orientation may begin prior to the actual transfer and will address:
  - unit rules;
  - potential consequences for rule violations;
  - treatment expectations;
    - personal space upkeep;
    - personal hygiene maintenance;
    - personal laundry upkeep;
    - unit chores;
    - personal schedule maintenance;
    - appointment setting;
    - cooking;
    - continuation of treatment and recovery;
  - grievance procedures;
  - unit routines;
  - safety and emergency procedures;
5. If a patient is not accepted for placement in a TCU, the TCU Nurse Manager will notify the referring treatment team and write a progress note in the patient's medical record indicating the reason for turning down the request and/or delineating steps to be accomplished in order for the referral to be accepted.

##### B. TRANSFER PROCEDURES

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1. The TCU Nurse Manager will work with the referring treatment team to schedule a date and time for transfer of the patients to the TCU.
2. Prior to transfer, referring treatment teams will reassess and update pertinent clinical information including:
  - a) Psychiatric Evaluation including; mental status; diagnostic impressions risk factors/risk assessment; current medication; medical history;
  - b) Updated treatment plan and schedule of interventions; and
  - c) Update Rehabilitation Care Plan.
3. The patient will be assigned a Case Coordinator prior to the transfer, or on the day the transfer occurs.
4. Within three (3) days following the transfer of a patient to a TCU, the case coordinator will review the treatment plan and schedule of therapeutic activities with the patient. This review will be documented in the TCU record.

#### C. EVALUATION OF PATIENT PROGRESS

1. The referring treatment team will be responsible for continued patient care monitoring and evaluation of progress toward treatment objectives.
2. Daily support will be provided to TCU residents by TCU staff in regard to meeting expectations and giving feedback concerning therapeutic activity schedules.
3. On a weekly basis, TCU patients will be required to complete a self-progress note describing their participation in the program and other therapeutic activities, progress toward treatment objectives, and plans for the future.
4. The case coordinator will complete a summary each week addressing the patient's involvement in the program and other therapeutic activities, and progress toward treatment objectives.
5. The treatment plan will be reviewed and updated as patient needs indicate, with intervals of no longer than 90 days between reviews.
6. Discharge planning procedures will occur continuously. The social worker that developed the plan with the patient in the hospital setting will continue to develop the plan with the patient while they are in the TCU program.

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**VI. REFERENCES:** Administrative Rules of Montana for Mental Health Center: Policies and Procedures 37.106.1908.

**VII. COLLABORATED WITH:** Director of Nursing Services, Medical Director, and Director of Treatment and Rehabilitation Services

**VIII. RESCISSIONS:** H.O.P.P. #TCU-03-99-N, Initiating Treatment Services for Patients on the Transitional Care Units dated July 16, 1999.

**IX. DISTRIBUTION:** TCU Policy and Procedure Manuals

**X. REVIEW AND REISSUE DATE:** January 2006

**XI. FOLLOW-UP RESPONSIBILITY:** RN Supervisors of the Montana State Hospital Mental Health Center.

**XII. ATTACHMENTS:** None

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Thomas Gray, MD Date  
Medical Director